

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 636

PAGE
NO. 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

OFFICE OF THE SUPERINTENDENT

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of general administrative records necessary to conduct the business of the following units of the MSDE: Office of the State Board, Office of the State Superintendent, Office of the Deputy State Superintendent, Office of the Executive Assistant, Office of the Bureau of Supportive Services and Fiscal Planning, Office of Information, Office of Planning, Legal Services Unit, Federal and State Liaison Unit where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a) General Correspondence <ul style="list-style-type: none"> 1. Alphabetical Files 2. County Files 3. Other State Agency Files 4. Topic Files 5. Division and Unit Files 6. State Board of Education Files b) Minutes and General Correspondence <ul style="list-style-type: none"> 1. Superintendents 2. Sixteen State Boards, Commissions, Committees and Councils c) Surveys and information requested of local superintendents 	<p>RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

John M. L. Lambert

Acting
State Superintendent of Schools

4/1/76

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 635

PAGE
NO. 2 of 4

Item No.	Description	Retention
1	<p>CONTINUED</p> <p>d) News Releases</p> <p>e) Newsletter, "Public Education in Maryland"</p> <p>f) Mr. Framptom's Speeches</p>	
2	<p>RECORDS WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCIES</p> <p>This series composes all records necessary to conduct the business of the following units of the MSDE: Office of the State Board, Office of the State Superintendent, Office of the Deputy State Superintendent, Office of the Executive Assistant, Office of the Bureau of Supportive Services and Fiscal Planning, Office of Information, Office of Planning, Legal Services Unit, Federal and State Liaison Unit where the requirements and use of those records are defined and governed by some organization outside the legal or administrative jurisdiction of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following are included in this category:</p> <p>a) Federal Project Applications</p> <ol style="list-style-type: none"> 1. Progress and Evaluation Reports 2. Correspondence 3. Amendments <p>b) Short-Range and Long-Range Plans required by the State Legislature, the Department of State Planning and the Department of Budget and Fiscal Planning</p>	<p>RETAIN FOR THREE YEARS AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCY AS APPROPRIATE</p>
3	<p>RECORDS MAINTAINED ON A PERMANENT BASIS</p> <p>This series is composed of all official minutes, judgments, and other records of official actions taken by the State Board of Education, Office of the State Superintendent, Office of the Deputy States Superintendent, Office of the Executive Assistant, Office of the Bureau of Supportive Services and Fiscal Planning,</p>	<p>PERMANENT</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 636

PAGE
NO. 3 of 4

Item No.	Description	Retention
3	<p>CONTINUED</p> <p>Office of Information, Office of Planning, Legal Services Unit, Federal and State Liaison Unit.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a) State Board of Education Materials <ul style="list-style-type: none"> 1. Official Board Minutes 2. Official Board Records 3. Rulings of the State Board of Education b) County Files <ul style="list-style-type: none"> 1. Desegregation 2. Appointments of Board Members, Superintendents, etc. c) Speeches Given by State Superintendent d) Attorney General Opinions e) Legal Inquiries and Correspondence from and to the Office of Legal Services f) State Department of Education Litigation (court case records where the attorney general represents the MSDE in a court of law because legal action has been taken by or against the MSDE) g) Recommendations of the Hearing Examiners h) Transcripts of Hearings before the State Board of Education and resulting recommendations of the Board i) Cases heard by the Maryland State Board of Education and decisions rendered j) Press Digest 	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 635

PAGE
NO. 4 of 4

Item No.	Description	Retention
4	<p>NON-RECORDS</p> <p>This series is composed of all non-records whose temporary retention is necessary for the conduct of the business of the following units of the MSDE: Office of the State Board, Office of the State Superintendent, Office of the Deputy State Superintendent, Office of the Executive Assistant, Office of the Bureau of Supportive Services and Fiscal Planning, Office of Information, Office of Planning, Legal Services Unit, Federal and State Liaison Unit</p> <p>The following are included in this category:</p> <ul style="list-style-type: none">a) Mini-letter (printed communication for convenience of employees)b) Local Board of Education Minutes (Local Board retains record copy)c) Legislative and Budget Material (other State agencies retain record copies)d) Stenographic Notes that have been Transcribede) Telephone Messagesf) Extra Copies of <u>The Maryland Register</u>	<p>RETAIN UNTIL NO LONGER NEEDED BY THE OFFICE AND THEN DESTROY</p>